

Memorandum

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CONFIDENTIAL

TO : Director of Training

DATE: 23 March 1964

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 11
16 - 20 March 1964

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. An incident which occurred last week is worthy of particular mention now for it is illustrative of both:

1) The meticulous review of check and double check necessarily exercised within our Staff on behalf of DTR's mission and responsibility for external training even for seemingly routine applications and

2) The resultant protection of the image of the Agency that will inevitably disintegrate if and when any decentralization of paper work occurs which will permit multiple contacts to be made from different Agency Offices to training establishments and institutions.

DDS Eyes Only

The case in question was simply an external request for an NPIC GS-11 analyst to attend an AMA Workshop Seminar; the request had been properly endorsed through the requisite NPIC chairs. As usual we had received the case about three days before the class was to begin (but this is of no particular issue because [redacted] liaison arrangements with the AMA Registrar can take care of such emergencies in stride). [redacted] was observant enough, however, in checking the particular Workshop desired to note that AMA was restricting it to "20 seasoned executives." I got in touch with [redacted] to let him know, that under these circumstances, his applicant was clearly ineligible. He readily agreed. We, of course, made no request of AMA for attendance.

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NPIC is no less careful than other Offices but it is a realistic fact of life that few Agency officials in the review channel of external training are going to take the time to consider the fine points of the institution's requirements, or standards, or OTR's fine practices on company membership or probation status, or training agreements,

DOCUMENT NO.

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

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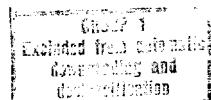
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or alternatives to the training proposed. Nonetheless, someone within the Agency has to exercise maturity and judgment for that extra careful look. There is much more to choosing a course than the appeal of its title, or its location, or its brevity, or its status effect. In our many-sided looks at each case, I think the Registrar Staff support has been generally recognized as a true help and not a bureaucratic hindrance. In the particular instance cited, had anyone in the Agency written a letter of nomination, CIA would have appeared asinine in the eyes of AMA. I shudder to think how many times a similar-type goof will occur when we begin to operate external training procedures differently because of someone's hunch that it might prove to be cheaper. As a private citizen, God knows I have no intention of sending my daughter to the college with the lowest fees!

B. Wendell and I were discussing the matter of AAO's and required attendance for overseas assignees and their dependents. The thought occurred to us that the reasons for mandatory attendance might be just as compelling for two other categories of Agency employees:

- 1) Those who are afforded semi-annual overseas familiarization trips, and
- 2) External trainees approved for assignment to an overseas training establishment.

C. As we have been predicting, ADP systems planning, programming, and tape punching services for the Agency Training Record will be taken over by the Office of Computer Services from the Medical Staff. Technical personnel in OCS and MS are presently reviewing report requirements and data processing procedures to provide for a smooth transfer of responsibility. [REDACTED] will be in charge of our computer activity and [REDACTED] will probably become the Chief Programmer for the Agency Training Record. [REDACTED] has promised that he and [REDACTED] will have one or more planning sessions with the Registrar Staff before he starts six weeks' training in Midcareer Course No. 3 on 20 April.

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D. A briefing on the organization and activities of the Office of Training was given, 18 March, to [REDACTED] who will replace [REDACTED] as Security Officer at [REDACTED]. Corroborating his own statement, [REDACTED] needed the briefing because it was clear that he previously lacked any real familiarity with OTR.

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E. Estimates received from School and Staff Chiefs for OTR's external training requirements have now been consolidated and costs are being ascertained by ETB prior to submission to DDS for eventual return to RS. With two exceptions, items appearing have been considered and given prior approval in ST Career Board meetings. One exception includes a proposal from [REDACTED] that he attend a brief course at Rand Corporation for potential applicability to Mid-career or Senior-Career training. In the other instance, C/JOTP and I have felt we should make a realistic allowance for a repetition of the past four or five years wherein the JOT office has asked us to place one or two SJs in external language or area training while these employees have not yet been taken off our rolls. In several cases [REDACTED] it was decided to postpone Career Board-approved training until FY '66. For [REDACTED] I've arranged internal statistics training in ORR's course next fall, in lieu of an approved proposal for external training.

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Attachments:

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